



The City of Morgantown

389 SPRUCE STREET
MORGANTOWN, WEST VIRGINIA 26505
(304) 284-7431 TDD (304) 284-7512
www.morgantownwv.gov

September 28, 2016

**RE: CASE No. RZ16-05 / South Baptist Convention – Home Mission Board of Trustees /
519 Burroughs Street
Tax Map 55; Part of Parcel 33**

Dear Property Owner:

The City's Planning and Zoning Code requires notification of property owners within two-hundred (200) feet of a site where certain land development and/or land use decisions are required by the Planning Commission or Board of Zoning Appeals.

Joseph V. Schaeffer, Esq., on behalf of South Baptist Convention – Home Mission Board of Trustees, has submitted a Zoning Map Amendment petition for property located at 519 Burroughs Street. A map is enclosed with this letter illustrating the location of the subject site.

The **Planning Commission** will consider this request at a public hearing on:

**Thursday, October 13, 2016 at 6:30 PM
City Council Chambers, City Hall, 389 Spruce Street**

Project Description:

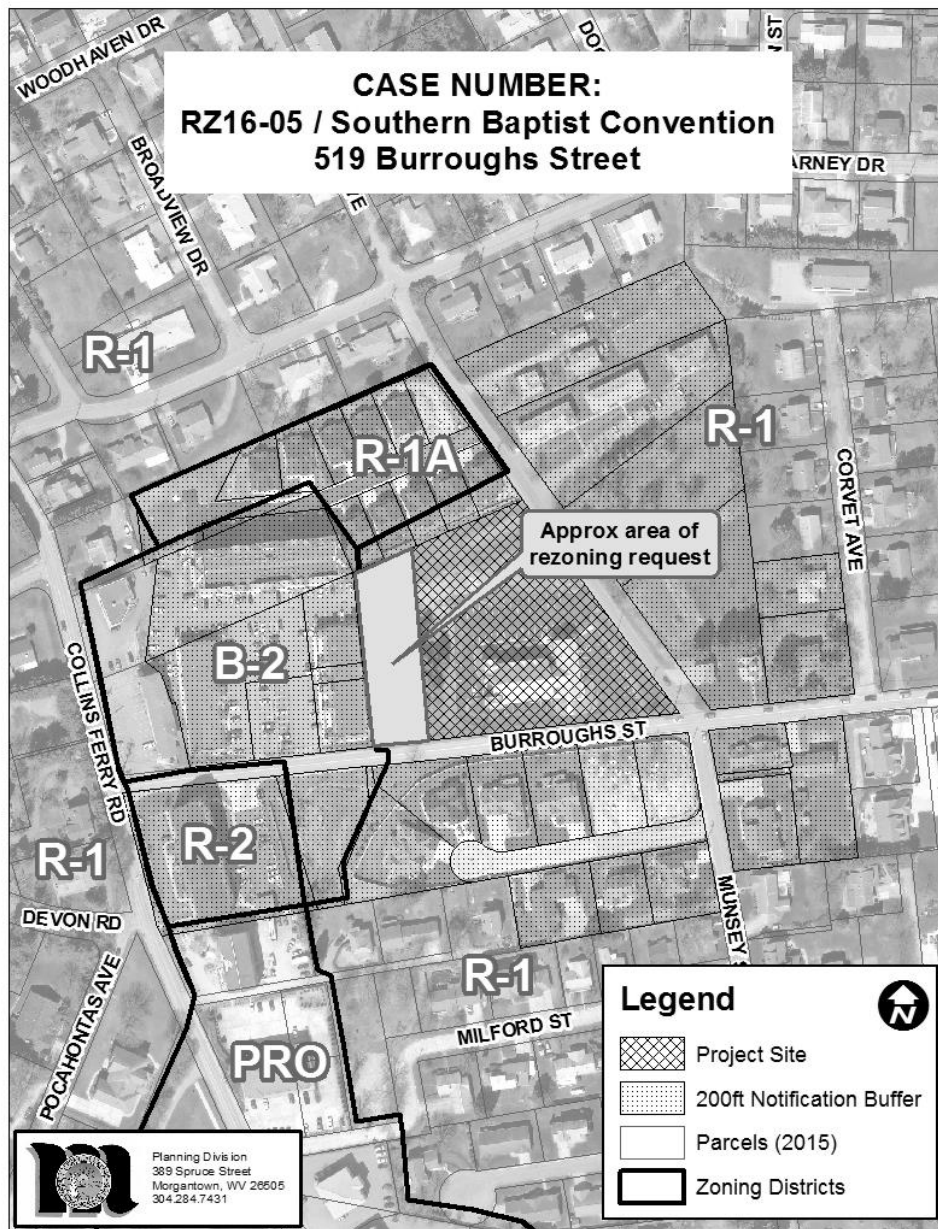
The petitioner seeks to reclassify a portion of Parcel 33 from R-1, Single-Family Residential District to either B-1, Neighborhood Business District or B-2, Service Business District. That portion of Parcel 33 included in the zoning map amendment petition is 80 feet of frontage along Burroughs Street beginning at the southwestern corner of Parcel 33. Zoning Map Amendment decisions are made by City Council in the form of an ordinance. However, the Planning Commission must first review the petition and then make a recommendation to City Council to either approve or deny the zoning map amendment petition.

Should you have any questions concerning this petition or require special accommodations to attend the hearing noted above, please call the Planning Division at 304-284-7431 or email to shollar@morgantownwv.gov. Written comments may be submitted to this email address or by mail to the Planning Division address noted above.

The agenda for this hearing and related staff reports will be posted on the City's website, www.morgantownwv.gov, approximately one week before the hearing.

Respectfully,

Stacy Hollar
Executive Secretary



Members of the public may participate in an existing case before the Planning Commission in several ways:

1. Provide a written submission (evidence such as reports, photographs, etc.) while the record is open. Evidence supporting the granting or denial of an application may be submitted to the Office of the Planning Division up to five (5) days prior to the public meeting. Written evidence submitted after the deadline cannot be considered by the Planning Commission unless the Commission finds good cause exists to admit additional evidence at the time of the hearing.
2. Provide written comments for the public hearing. Written comments may be submitted to the Office of the Planning Division prior to the public meeting. Written comments that are lengthy but not considered evidence should be submitted up to five (5) days prior to the public meeting to allow ample time to distribute them to members of the Planning Commission with sufficient time for review.
3. Offer testimony during the public hearing portion at the Planning Commission meeting. All speakers are limited to five (5) minutes. If there is a large number of speakers, including many who are part of groups or organizations, the Planning Commission President may, to avoid repetitive comments, elect to ask a representative to speak on behalf of the group or organization.